

**CMC ANNUAL AWARD FOR EXCELLENCE IN THE LEGAL ASSISTANCE
NOMINATION FORM AND INSTRUCTIONS**

The following form alone will be used in nominating your legal assistance program for recognition by the CMC. This is a new program, so please read carefully. **DO NOT ATTACH ANY ENCLOSURES** unless required by this application. You may print or type your responses. A "YES" or "NO" response will be checked or a blank line or space filled in, as appropriate. Enough space is provided to answer each question for most situations, but if you need more space, then use Pages 10 - 12.

Each application will be forwarded over the signature of the commander responsible for the program. The application will be sent to: **Legal Assistance Policy Office, Code JAL, Headquarters, U.S. Marine Corps, Washington, DC 20380-1775** so as to arrive not later than 3 March. Fax submissions will be accepted if received no later than 3 March. Applications may be submitted via E-Mail as an attachment to an E-Mail addressed to either the Head or Assistant Head, Code JAL. The E-Mail message must be posted no later than 3 March and signed documents such as the commander's forwarding endorsement and SJA's policy letters must be **FAXED** no later than 3 March. In the case of both E-Mail and **FAXED** submissions, optional photos must be mailed so as to arrive no later than 3 March. Applications received after 3 March will not be considered. The relevant period for this award is the calendar year.

Each application will be considered in conjunction with the accuracy and timeliness of your Annual Report on Legal Assistance Services, which is due on 15 January; your interim Tax After-Action Report, which is due 1 May; your Final Tax After-Action Report, which is due on 1 July, and other reports required by Code JAL during the year.

Award certificates will be mailed to those selected not later than 15 May.

CMC ANNUAL AWARD FOR EXCELLENCE IN THE LEGAL ASSISTANCE
NOMINATION FOR CALENDER YEAR

A. ADMINISTRATIVE INFORMATION	
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1. Name of the legal assistance office nominated:	2. Total Number of Attorneys (Military and Civilian) authorized for this SJA/legal office for calendar year.
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<p>3. Indicate the number of potential clients in your military community. (Include those potential clients located closer to your installation than another installation in which legal assistance services are provided.)</p>	a. Active duty military:	
	b. Family members of active duty military:	
	c. Retired military and family members:	
	d. Others:	
	e. TOTAL:	

	YES	NO	If no, why not?
4. Did you submit a timely Annual Report on Legal Assistance Services this year?			
5. Did you submit a timely Interim After-Action Report on Tax Assistance for this tax season?			
6. Did you submit a timely Final After-Action Report on Tax Assistance for this tax season?			
7. Does your legal office have a policy letter that addresses the authority of various supervising attorneys, authorized legal services, and other such matters?			If yes, attach a copy of any letter in effect during the calendar year.

B. INDICIA OF EXCELLENCE

1. Using bullets, indicate a maximum of five statements of your legal assistance program which existed at the start of the year and continued throughout.
 - a.
 - b.
 - c.
 - d.
 - e.
2. Using bullets, indicate your three most important legal assistance client-service initiatives begun during this year.
 - a.
 - b.
 - c.

B. INDICIA OF EXCELLENCE (Cont.)

3. Using bullets, indicate your three most significant preventive law efforts in direct support of legal assistance during the year.

a.

b.

c.

C. LEGAL ASSISTANCE PROGRAM ADMINISTRATION

1. What, if any, temporary variations from established policy has the SJA or other supervising attorney authorized at any time during the year? Discuss their nature and duration. Indicate whether a memorandum describing any such variations was forwarded to Code JAL.

2. What, if any, exceptions were in effect at any time during the year? Discuss their nature and duration.

3. What categories of persons eligible to receive legal assistance were denied legal assistance or provided legal assistance on a limited basis (e.g., limited to certain days, hours, services) at any time during the year, other than because of a conflict of interest?

	YES	NO	IF YES, WHY?
4. Other than as already noted above, was any person eligible for legal assistance denied an appointment or any legal assistance service at any time during the year because he or she was assigned to, or affiliated with, commands, installations, or military departments different from those of clients customarily served by your attorneys?			
5. Other than as already noted above, was routine legal assistance not provided or not available to all clients seeking legal assistance in any authorized type of case during the year (other than because of a conflict of interest)?			

D. LEGAL ASSISTANCE OFFICE FACILITIES. (Although not required, photos may be submitted to support questions in this

	YES	NO	3. When was the legal assistance area last painted?	
1. Is there a waiting room for legal assistance clients?			4. How old is the carpeting in the legal assistance office?	
2. Do clients waiting to see Defense Counsel use a separate waiting room or area from that used by legal assistance clients?			5. How old is the furniture in the legal assistance office?	
			YES	NO
6. Is such legal assistance attorney's office personalized with appropriate diplomas and bar certificates?				

D. LEGAL ASSISTANCE OFFICE FACILITIES (Cont.)

7. Provide bullets describing the nature of any significant renovations or other improvements made to the legal assistance offices, or waiting rooms together with the upgrade in any equipment or furniture completed during the year. (Indicate the month each improvement or upgrade was completed.)

E. TECHNOLOGY SUPPORT**1. HARDWARE:**

a. Did each legal assistance attorney have an IBM compatible personal computer in his or her office?	YES	NO	IF NOT, WHY NOT?				
b. What model are the legal assistance computers?	286		386		486		Pentium
c. How much RAM does each computer have?	d. What size hard disk does each computer have?				e. Are the computers hooked to a LAN?		YES NO
f. Does each computer have a modem?	YES	NO	g. Does each attorney have easy access to a Hewlett-Packard/Epson compatible ink jet or Hewlett-Packard compatible laser printer?				YES NO
If yes, is the modem connected to a telephone line? If No, why not?							

2. SOFTWARE:

a. Does each legal assistance computer have Windows 3.1 or higher?	YES	NO	b. What other software programs are available on these computers?	c. What version of D L Wills (if any) is being used by legal assistance?

3. ELECTRONIC BULLETIN BOARD

a. Do legal assistance personnel have personal access to the Legal Assistance Forums (Army, NJS, Code 36) of the Bulletin Board System (BBS)?	YES	NO	b. Do legal assistance personnel routinely use the BBS?	YES	NO
			If no, why not? If yes, for what purpose is it used?		

F. LEGAL ASSISTANCE OPERATION

1. How is the military community informed about the office location, hours or operation, and the scope of services of your legal assistance program?

2. Scheduling clients:

a. How do you manage your client interviews, (e.g., by appointment only, walk-in basis, both appointments and walk-ins)?

b. Did an attorney screen clients requesting immediate assistance to determine if their situation warranted immediate assistance?

YES	NO

If no, why not?

c. What, if any, time period is imposed beyond which a legal assistance appointment will not be made (e.g., no appointments are made beyond two weeks after the request for appointment is made)?

3. Conflicts of Interest:

a. Which, if any, software client data card system do you use to monitor conflicts?

b. Once identified, how do you handle them?

4. Estimate the percentage of each of the following that were completed during the year using software programs (identify by name of software program and version number):

	PERCENTAGE	NAME OF SOFTWARE AND VERSION NUMBER
a. Wills		
b. Advance medical directives		
c. Powers of attorney		
d. Client data statistics		
e. Separation agreements		

5. If software is not used for powers of attorney and advanced medical directives, is the required preamble included in the documents?

YES	NO

If no, why not?

6. Will executions:

a. How do you schedule will executions?

b. Does an attorney supervise the will execution?

YES	NO

If no, who does?

c. Who serves as witnesses for the execution?

d. How many wills are executed at the same time?

7. Briefly describe your installation tax assistance program.

8. Describe the office policies and procedures for resolving/preventing instances of consumer fraud.

F. LEGAL ASSISTANCE OPERATION (Cont.)

9. Referral Procedures: a. What percentage of your clients have to be referred to outside counsel?		b. Describe your procedures for making referrals.			
		YES	NO	IF NO, WHY NOT?	
c. Do you have a referral list of local attorneys?					
d. If Yes, has each attorney on the list been contacted to determine competence, areas of expertise, and fees?					
e. If you have a referral list, has any attempt been made to negotiate reduced fees for legal assistance clients?					
f. What percentage of your referrals are on a no fee basis?	g. Does the legal assistance attorney contact the attorney the referral is made to before the client does?		YES	NO	If No, Why Not?
On a reduced fee basis?					
10. Do you use the Marine Corps or other services' Reserve Officer Legal Assistance Directory?	YES	NO	If No, Why Not? If yes, for what purpose?		
11. If your legal assistance program included mediation services on the installation, pro se assistance, or in-court representation, briefly describe the type of cases in which such services were provided, and whether they were available in those cases on a routine or exceptional basis.					
12. Was each legal assistance client provided a confidential legal assistance evaluation form?	YES	NO	If No, Why Not?		

G. STAFF AND TRAINING

1. List all your assigned active component and civilian attorneys whose job or duty description during the year included the provision of legal assistance (LA) services on your installation. Place an asterisk after the name of each attorney who is licensed to practice law in the civilian community or communities in which your installation is located. Indicate in the third column whether the months of legal assistance provided by each attorney was on either a full (F) or part-time (P) basis (e.g., 12-F, 3-P). Indicate in the fourth column the number of months of legal assistance experience prior to this year. Indicate in the fifth column when that attorney completed the Naval Justice School Lawyer Course. If the attorney completed the Army Graduate Course indicate that in the Remarks section. Indicate in the sixth column when that attorney last attended the Legal Assistant short course at TJAGSA or an equivalent Legal Assistance Seminar. Indicate in the seventh column the number of days of CLEs (excluding travel) that each attorney attended this year on legal assistance or professional conduct subjects while in a TAD/Admi Leave status. Round off all fractions to the next whole number. If there are no full-time legal assistance attorneys in your office, indicate why not in the "Remarks" section following the table.

Grade/Rank	LAST NAME	# of MOS in LA in year (F/P)	Total # of MOS of LA Exper.	Mo/Yr Compl. NJS LC	Mo/Yr Compl. LA Course	# of days of LA CL in Yr.

G. STAFF AND TRAINING (Cont.)

Grade/Rank	LAST NAME	# of MOS in LA in year (F/P)	Total # of MOS of LA Exper.	Mo/Yr Compl. NJS LC	Mo/Yr Compl. LA Course	# of days of LA CL in Yr.

REMARKS:

2. List all your assigned active component and civilian personnel who performed clerical or paralegal duties (including summer interns) in direct support of your legal assistance program this year. Indicate in the third column whether the months of legal assistance support provided by each person was on either a full (F) or part-time (P) basis (e.g., 12-F, 3-P). Round off all fractions to the next whole number. Indicate in the sixth column, the number of days of training the individual has received this year on legal assistance or professional conduct.

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G. STAFF AND TRAINING (Cont.)

3. List all reserve component officers who provided legal assistance in your office in direct support of your legal assistance program during the week (WK), on weekends (WE), during active duty training (AT), or in any other capacity (OT). Indicate in the third column whether the attorney is licensed to practice law in the civilian community or communities in which your installation is located. Indicate the number of days each officer provided legal assistance. Round off all fractions to the next whole number.

Rank	LAST NAME	Licensed in Jurisdiction YES NO	#of Days of LA Provided During Year	When (WK) (WE) (AT) (OT)	Nature of Reserve Duty

4. Briefly describe local professional training in legal assistance and professional conduct attended by legal assistance personnel during the year. This includes any non-TAD and office training programs.

5. Briefly describe your training/orientation program for newly assigned legal assistance attorneys.

6. Indicate the number of legal assistance video teleconferences, if any, that your attorneys attended during the year:

7. Professional contacts:

a. Describe the professional contacts on legal assistance issues that occurred during the year between attorneys in your legal office and lawyers in civilian or government practice in the jurisdictions adjoining your installations.

b. Are any of the legal assistance attorneys members of the local bar association?	YES	NO	If No, Why Not?

c. Describe the professional contacts on legal assistance issues that occurred during the year between attorneys in your legal office and nonlawyers in the jurisdictions adjoining your installation (e.g., child support enforcement office personnel, consumer protection agency personnel).

H. PREVENTIVE LAW EFFORTS

1. Articles and Publications:

a. List the significant original articles published this year by attorneys assigned within your legal office that addressed preventive law subjects. Do not enclose copies of the articles. Indicate the rank or grade of the author, the name of the publication (e.g., The Army Lawyer, Navy Times, the name of the installation newspaper, circular, bulletin, or booklet), the date of publication, and the title (or very brief description of the article).

b. Briefly discuss what use you have made of other legal office, BBS, or TJAGSA\NJS\Code JAL prepared handouts in your preventive law program.

c. Briefly describe what efforts your office has made to share your preventive law materials on the BBS.

2. Briefly describe your preventive law efforts during the year to ensure eligible legal assistance clients were aware of -- and encouraged to use -- your free tax assistance services.

3. Briefly describe what, if any, information was disseminated on your installation regarding how and why soldiers should avoid receiving large income tax refunds, or paying unnecessary fees to file their returns electronically and/or to borrow money in anticipation of such refunds.

4. What preventive law material is available in your office waiting area?

I. CLOSING COMMENTS

I. CLOSING COMMENTS (Cont.)

ADDITIONAL COMMENTS

ADDITONAL COMMENTS